



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	3-26-2013
Subchapter:	1	Forms	
Issuance:	5.51	<b>CP&amp;P Form 5-51, School Information Request Letter</b>	

Click here to view and print the CP&P Form [5-51](#), School Information Request Letter.

### WHEN TO USE IT

The School Information Request Letter may be used to request basic education information about a child under CP&P supervision when it is necessary to case assessment/planning. Use of the letter is not mandatory.

### HOW TO USE IT

The child's name and date of birth, and the Case Manager's name and telephone number are inserted by the Case Manager.

CP&P Form [5-51](#) is sent to the child's school for completion. Included with the letter is a signed Authorization for Release of Information, CP&P Form [26-15](#), and a stamped addressed envelop for the form's return.

The letter may be completed on line and printed on Local Office letterhead. The returned, completed CP&P Form [5-51](#) is filed in the child's case record after it is reviewed.

### DISTRIBUTION

Original - Child's School

Copy - Child's Case Record